



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

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November 17, 2008

EMS TRANSMISSION: November 18, 2008

Instruction Memorandum No. WY-2009-009

Expires: 09/30/2010

To: District Managers and Field Managers
Attn: Volunteer Coordinators

From: Associate State Director

Subject: Required Data for BLM's 2008 Volunteer Annual Report DD: 12/04/2008

Program Area: Volunteers

Purpose: The purpose of this memorandum is to provide the format for submitting field office information for BLM's FY 2008 Volunteer Annual Report.

Timeframe: This IM is effective immediately and has a due date of December 4, 2008.

Policy/Action: Attached are guidelines for use in collecting and submitting data for your office for FY 2008. Also attached are the Excel spreadsheets to use for submitting numeric data.

Your field office submission should include five parts: numeric data on hours contributed summarized by program area; numeric data summarized according to hours spent on projects in National Landscape Conservation System units (if applicable to your field office); narrative descriptions of the top four 2008 volunteer programs and special events; a list of partner organizations involved in volunteer programs and activities; and high-resolution photographs of your volunteers and volunteer activities. In addition, include data on the total number of volunteers who served during the fiscal year. This data can be tracked by counting the number of Volunteer Agreements on file and the number of individuals listed on Group Agreements.

Field Office Volunteer Coordinators should submit consolidated reports for FY 2008 by December 4, 2008.

Prints or slides of photographs (with captions) should be sent by FedEx to Betsy (Elizabeth) Wooster of the Education, Interpretation, and Partnerships Division at the following address:

BLM, Education, Interpretation, and Partnerships Division, 1620 L Street NW, Suite 406, Washington, D.C. 20036. High-resolution electronic photos may be sent by e-mail to elizabeth_wooster@blm.gov. Photo submissions are due by December 18, 2008.

Budget Impact: The Volunteer Annual Report provides an opportunity for field offices to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

Background: BLM's Volunteer Annual Report includes profiles of outstanding volunteer projects and events, as well as statistical information on state programs. The report provides a summary of volunteer efforts throughout BLM and, as such, serves to underscore the value of cooperative conservation and the important role of volunteers in caring for public lands. The Volunteer Annual Report serves as a valuable means of conveying this message to internal and external audiences.

Manual/Handbook Sections Affected: N/A

Coordination: None Required

Contact: If you have any questions regarding this request, please contact Terri Trevino at 307-775-6020.

Signed by:
Jamie E. Connell
Acting Associate State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

3 Attachments

- 1 – FY 2008 Volunteer Report Submission Instructions (2 pp)
- 2 – FY 2008 BLM Volunteer Hours (1 pp)
- 3 – FY 2008 NLCS Vounteer Hours (1 pp)

Distribution

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